

ATTACHMENT A

SCOPE OF WORK

The purpose of this Scope of Work is to specify the general format and content of product(s), procedures, tasks, responsibilities, schedules, and resources agreed upon between the Department of Administration, Statewide Planning Program (SPP), Department of Environmental Management Office of Waste Management (DEM OW), and the Rhode Island Resource Recovery Corporation (RRC) for the preparation and publication of an updated *Rhode Island Comprehensive Solid Waste Management Plan* for the State of Rhode Island, and adoption of that plan as an Element of the State Guide Plan, rescinding and superseding the State Guide Plan Element 171, (Report 111), April 12, 2007.

Upon adoption by the State Planning Council of the new *Rhode Island Comprehensive Solid Waste Management Plan*, SPP shall furnish notice of the adopted plan to the proper authorities in each of the 39 Rhode Island municipalities as mandated by Rhode Island's Comprehensive Planning and Land Use Regulation Act (RI Gen. Law Chapter 45-22.2), and any other persons who requests it. The activities, resources and costs for the preparation, publication and adoption of the updated Element of the State Guide Plan are summarized below:

1. General Process and Format for the Element

The parties to this agreement agree that the Element will be developed conforming to the accepted process, format and general content guidelines established by the SPP for State Guide Plan elements. Specifically, the parties to this agreement agree that the Element will be developed in accordance with the following procedures:

a. Advisory Committee:

A multi-disciplinary Advisory Committee shall be established by the RRC to provide direction and guidance during the preparation of the Plan. The Committee shall be assembled by the RRC and designed to ensure full and balanced representation of the interests and groups concerned with solid waste management and recycling issues. The Advisory Committee shall be guided by staff support from the RRC, technical assistance from the SPP, and the DEM-OWM. The Advisory Committee shall have the following responsibilities:

- To review and comment on an outline for preparation of the updated solid waste plan.
- To provide information and recommendations to assist the staff in preparing a draft plan.
- To review the preliminary draft solid waste plan (or sections thereof) and provide feedback thereon to the RRC staff.
- Upon approval of the Board of RRC Commissioners and DEM OW, to recommend a preliminary draft solid waste plan to the State Planning Council's Technical Committee for forwarding to the State Planning Council for public hearing, revision, and adoption.

b. Public Input:

The parties agree that the views and concerns of the general public shall be sought and considered in developing the Element through the Advisory Committee. Appropriate methods will be executed by RRC to ensure that the public is informed of the process of plan development, and offered adequate opportunities to provide information and opinions for consideration in the planning process. A public engagement strategy will be drafted and agreed upon by RRC, DEM OW and SPP.

c. Coordination and Consistency:

The parties agree to promote internal and external coordination during the process of plan development to ensure that the Element properly considers and reflects the goals, policies, regulations, and recommendations of other relevant State Guide Plan Elements, and federal and state agency programs.

2. *Element Content*

The parties agree that the following minimum data, information, analyses and/or directive guidance will be included in the Element in a visually pleasing format mutually agreed upon to create a comprehensive solid waste management program for the State:

- An Introduction and Vision Statement:
Included would be introductory text providing background and context for the Element, the statutory and/or regulatory framework for the Element, roles and responsibilities, and reference to other relevant State Guide Plan Elements.
- An assessment of how RI manages its major solid wastes and estimated future landfill needs:
Included would be significant socio-economic and physical factors impacting solid waste management and use in Rhode Island. An inventory and resource assessment providing a historical overview, solid waste generators, current status and projected future conditions affecting solid waste management in Rhode Island should be included.
- A narrative analyzing current trends, challenges and opportunities:
Included would be descriptive text addressing the need for a comprehensive solid waste management strategy as identified through issues determined by the Advisory Committee to be significant problems. Discussion of the following topics in one from or another as applicable should be included; residential, commercial and institutional solid waste volume trends, future solid waste capacity and disposal options, industrial wastes, and agricultural waste. The resources conservation, source separation, transportation, storage, transfer, processing including resources recovery, treatment and disposal with options or opportunities warranting coordinated management policies and actions by federal, state, municipalities and or private sector groups and individuals should also be included. Recycling trends, markets and programs should also be included along with sustainable materials management. . The narrative should be supported by relevant data and determinations derived from the inventory, public input, guidance from the staff support of RRC, SPP and DEM OW, and the expertise and deliberations of the Advisory Committee.

- An analysis of strategic options:
Included would be descriptive text addressing a recommended strategy to optimize the long-term functionality of RRC and maintain and extend the life of the Central Landfill as a critical state asset. Basic governance structures, target markets, and financial projections should be included to demonstrate strategies to ensure financial self-sufficiency of RRC, extend landfill life, identify diversion markets, and note gaps in current state laws, regulations, and policies.
- Goal(s) and Policies:
Included would be updated goal(s) and policies to promote a comprehensive integrated solid waste management program in support of the Vision. The goals and policies of the existing *Rhode Island Comprehensive Solid Waste Management Plan*, State Guide Plan Element 171 should be reviewed, deleted, and or updated where needed to reflect changed conditions. Policies should consider the roles of all levels of government and the private sector in creating a comprehensive integrated solid waste management program for the State.
- An implementation program:
Included would be an updated implementation program of strategies directed at attaining the vision, goal (s) and policies. Strategies should be prioritized and address the issues, needs, and opportunities identified in the issue assessment and may include: review of existing State laws pertinent to solid waste management and resources recovery services, any necessary new or revised legislative and regulatory measures, capital investments, administrative (programmatic) changes or enhancements, costs, technical assistance, training, financial support programs, market development program, and or other measures, as appropriate. The Program shall specify the responsible entities and general schedule for execution. The timeframe for implementation shall reflect a mixture of short, medium, and long term strategies and shall be a minimum of five years. An implementation matrix may be used to summarize the implementation program.

3. Work Program

The parties agree that the following tasks, responsibilities, and schedules shall be adhered to in production of the Element:

A. Development of a Preliminary Draft Plan:

Rhode Island Resource Recovery Corporation (RRC) will be responsible for conduct of the following tasks:

1. Data Collection and Research

Obtain, review, abstract, correlate, and assemble relevant data necessary for the preparation of the Element. Conduct literature searches, surveys, inventories, and interagency coordination as needed to obtain relevant data and information needed for preparation of the draft Element.

2. Public Input and Advisory Committee Meetings

Assemble an Advisory Committee, provide secretarial support, organize and conduct meetings of the Committee as needed throughout the planning process. At a minimum, meetings shall be held

to obtain input to:

- a. review the outline of the plan
- b. identify issues and conduct an analysis of the issues
- c. develop a vision, goals, and policies
- d. solicit public input on the vision, goals, policies, and strategies through various methods which may include public workshops, focus groups, public surveys, and website postings
- e. review public input in order to develop strategies and implementation measures, and
- f. recommend a Preliminary Draft Plan to the Technical Committee

The organization and conduct of Advisory Committee meetings will include maintenance of membership/ mailing lists, provision of meeting locations, posting of meetings, and preparation and distribution of agendas, minutes, and all materials to be reviewed and acted upon by the Committee. SPP and DEM-OWM designated staff shall be members of the Advisory Committee and shall consult and advise RRC on matters pending before the Committee. The minutes of all Advisory Committee meetings and public outreach efforts will be summarized by RRC and submitted to the Technical Committee and State Planning Council with the Preliminary Draft Plan.

3. Presentation of the Draft Outline

Present to the RRC Board of Commissioners, the State Planning Council and the Technical Committee of the Council an informational summary regarding the process and the proposed outline for preparation of the updated solid waste plan. RRC staff will coordinate on scheduling the presentation to the Board and with SPP and DEM OW on scheduling the presentation to the State Planning Council and the Technical Committee.

4. Preparation of Preliminary Draft Plan

Prepare a draft Element that is in accordance with the content specified under (2) and is based upon the deliberations and advice of the Advisory Committee. Review working drafts of parts, sections, with the Advisory Committee, revise as necessary, and assemble into a Preliminary Draft Plan. Review the preliminary draft plan with the Advisory Committee, the DEM OW and Director of the Department of Environmental Management, the RRC Board of Commissioners, and with the RRC Executive Director and revise as needed.

5. Transmittal of Preliminary Draft Plan

Transmit the Preliminary Draft Plan of the Element to the SPP for technical review, public review and adoption. Copies shall be provided in printed and electronic format and in quantities specified by the SPP. The transmittal shall indicate that the Advisory Committee, the Director of the Department of Environmental Management, and the Board of the Rhode Island Resource Recovery Corporation (RRC) support the adoption of the Preliminary Draft Plan, and shall provide evidence of their endorsement of the draft as transmitted.

B. Technical Review, Public Review, and Adoption

The SPP staff shall be responsible for the conduct of the following tasks, except where indicated:

1. Staff Technical Review

Review the Preliminary Draft Plan for conformance to the Scope of Work as to completeness, content, and format. Work with the RRC staff to insure the Preliminary Draft Plan will be a useable concise State Guide Plan Element. The SPP will provide guidance and edits to ensure that the content, organization, and presentation of the Preliminary Draft Plan will be adequate for adoption into the SGP.

2. Technical Committee Review

Coordinate with RRC staff concerning when the Preliminary Draft Plan will be scheduled to be presented to the Technical Committee. Depending on the length and complexity of the draft, the Technical Committee review may be scheduled over multiple monthly meetings. Copies and any supplemental materials shall be provided by the RRC in printed and electronic format in quantities specified by the SPP for mailing to the Committee no later than 14 days prior to meeting date(s). SPP staff will present an overview of the planning process and RRC staff will summarize the Preliminary Draft Plan in an oral presentation before the Committee and respond to questions. SPP staff will record comments for use in revising the Preliminary Draft Plan. Upon completion of Technical Committee review, the Technical Committee will be asked to forward the Preliminary Draft Plan, as presented, or with changes it may recommend, to the State Planning Council for purposes of conducting a public hearing. The SPP will continue to work with the RRC and DEM OW staff to insure the recommended Preliminary Draft Plan will be a useable concise State Guide Plan Element.

3. State Planning Council Review

Coordinate with RRC staff concerning when the recommended Preliminary Draft, will be scheduled to be presented to the State Planning Council. Depending on the length and complexity of the draft, State Planning Council review may be scheduled over multiple monthly meetings. Copies and any supplemental materials shall be provided by the RRC in printed and electronic format in quantities specified by the SPP for mailing to the Council no later than 14 days prior to meeting date(s). SPP staff will present an overview of the planning process and RRC staff will summarize the Preliminary Draft in an oral presentation before the Committee and respond to questions. SPP staff will record comments for use in revising the Preliminary Draft Plan. Upon completion of State Planning Council review, the State Planning Council will be asked to accept the draft, as presented, or with changes it may direct, for purposes of conducting a public hearing. The draft as accepted by the Council will then be designated as the Public Review Draft. The SPP will continue to work with the RRC and DEM OW staff to insure the Public Review Draft will be a useable concise State Guide Plan Element.

4. Conduct the Public Review Process:

Upon acceptance by the Council, the SPP staff will schedule the required public hearings on the Public Review Draft. The hearings will be conducted in accordance with the R.I. Administrative Procedures Act, RI, the Open Meetings Law and the State Planning Council's Rules of Procedure.

SPP staff will mail notice of the hearings to the SPP's mailing list of government officials and other individuals who have requested notification of such hearings. Each agency, upon commencement of the public review period, shall make available at least one printed review copy of the Public Review Draft for public use within the respective offices, and post an electronic version of each on their website.

The SPP staff will make arrangements for and conduct the necessary public hearings to accept comments on the Public Review Draft. The Associate Director of the Division of Planning or the Secretary of the Council shall preside at the hearing. SPP staff and RRC staff will provide an oral presentation to briefly summarize the Public Review Draft. SPP staff will present an overview of the planning process and OER staff will summarize the content of the Public Review Draft in an oral presentation. SPP staff will record comments for use in revising the Public Review Draft. The SPP staff will prepare a summary report on the public hearing, including attendance and any comments provided, for the State Planning Council. The SPP will continue to work with the RRC and DEM OW staff to insure the Public Review Draft will be a useable concise State Guide Plan Element.

C. Adoption and Publication

1. Final Revision and Adoption

SPP staff will consult with RRC and DEM OW staff concerning any changes that may be needed to the Public Review Draft to reflect comments received through the technical and public review process. SPP staff will prepare necessary revisions and present the Final Draft Plan, along with the report of the public hearing, and all staff recommended changes to the State Planning Council. SPP staff will recommend that the Council vote to adopt the updated Element.

2. Printing and Distribution

SPP shall publish the final plan, as adopted by the Council. Statewide Planning, DEM OW and RRC shall determine the method of publication to be used, and specify the resources to be made available to support publication of the approved plan. All parties agree to post the final adopted plan on their website. SPP will prepare an overview of the adopted plan for inclusion in the State Guide Plan Overview.

3. Executive Summary

SPP shall publish an Executive Summary of the Element for use by the SPP, RRC, DEM OW and the general public. The Executive Summary shall summarize the longer Element in such a way that readers can rapidly become acquainted with the Element. It is intended as an aid to implementation of the Plan at all levels of government and the private sector. All parties agree to post the Executive Summary on their website.

4. Schedule

The parties agree that the schedule for production of an updated solid waste plan will be as provided below. The planning process will begin with the first meeting of the Advisory Committee, which will take

place no later than May 2013. A preliminary draft plan will be due by May 2014, with technical and public engagement occurring throughout that time. All technical and public review leading to a final revision prepared for the adoption process will be completed by November 2014.

5. Resources

The parties agree that the following resources shall be provided, requests for information fulfilled, and deadlines respected in order to support the scope of work and work program outlined herein:

- a. The Rhode Island Resource Recovery Corporation will commit the following staff resources to the project:

<i>Position Title:</i>
Executive Director
Director of Recycling Services
Director of IT and Planning
Director of Operations and Engineering

- b. The Division of Planning will commit the following staff resources to the project:

<i>Position Title:</i>
Associate Director
Chief
Supervising Land Use Planner
Principle Land Use Planner
GIS Technician
Information Services Technician II
Executive Assistant

- c. The Department of Environmental Management Office of Waste Management will commit the following staff resources to the project:

<i>Position Title:</i>
Associate Director for Environmental Protection
Chief, Office of Waste Management
Supervisor, Office of Waste Management

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